

SECRET

STANDARD FORM NO. 64

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office

DATE: 14 January 1954

FROM : Chief, Administrative Staff, Logistics Office

SUBJECT: Weekly Activity Report

1. GENERAL

a. Agency Regulations (continued item)

Comments have been forwarded to the Regulations Control Staff on proposed Regulation [REDACTED] Employee Emergencies—Personnel.

b. Logistics Office Notices and Instructions (continued item)

Logistics Office Notice 5-500-1 has been issued implementing Agency Notice [REDACTED], subject: "Conflicts of Interest". This Notice requires that each Staff and Division submit initial and periodic reports to the Administrative Staff, where they will be consolidated into overall reports to the DD/A.

2. PROJECTS AND STUDIES IN PROGRESS

a. Logistics Support Course (continued item)

An announcement of the Second Logistics Support Course, to be held from 15 February to 26 March 1954, has been prepared for distribution to the DD/P area divisions.

On the basis of student evaluation and suggestion, certain changes and modifications are being made in the supply and procurement segments of the course.

c. Training Evaluation Program (continued item)

The Training Officer has completed an analysis of student evaluations of the First Logistics Support Course. Several constructive criticisms were made which will be incorporated into future courses. As a whole, the course was very well received. A report on this analysis is being prepared for the Chief, Administrative Staff.

3. OTHER ITEMS OF INTEREST

a. Personnel Report (continued item)

CONFIDENTIAL

The Personnel Officer attended a meeting Wednesday, 13 January 1954, at Employee Services Division, in regard to a disciplinary action.

b. Review of LO Career Designations (continued item)

No change.

c. Basic Intelligence Course (Sup) (continued item)

██████████ gave the Logistics presentation in the Administrative Support Course on 14 January.

d. Vital Material Program (continued item)

Arrangements have been made for microfilming on the premises of all active contracts through 31 December 1953, and of other miscellaneous material to be made a matter of vital record.

e. Work Program - Administrative Staff (continued item)

The Chief, Administrative Staff collaborated with the Acting Chief, Technical Review Staff, in the final review phase of the work program analysis of all Administrative Staff functions.

f. Logistics Office Funds, FY 1954 (continued item)

No change.

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

The Logistics Career Service Board held a meeting Tuesday, 12 January. The proposed memorandum to each employee, who has the Career Designation "CD-LO", has been approved by the DD/A and the sterilized version is being submitted to Regulations Control Staff for reproduction.

Policy relative to the assumption of Career Planning responsibility for supervisory employees engaged in base maintenance and engineering type duties was discussed by the Logistics Career Service Board and a decision was made to extend Logistics Career Designation to qualified employees in this category.

b. Logistics Office Training Program (continued item)

██████████ is engaged in an orientation program within

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the Logistics Office this week. [REDACTED] will be assigned to the Supply Division upon completion of his training.

The three DD/P personnel who were scheduled for individual indoctrination this week cancelled their plans and will be scheduled at a later date.

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